

## River Islands Technology Academy Volunteer Program

Dear Volunteer,

We are pleased that you have decided to participate in the River Islands Technology Academy (RITechA) Volunteer Program! As parents, grandparents, neighbors and community members you have valuable ideas, talents and time to share with our students and our schools.

It is our belief that our volunteer programs are beneficial to everyone involved. Volunteers help foster stronger school/community relationships by creating a common ownership in the success of our schools, as well as, demonstrating the importance of community service to our students.

The RITechA Volunteer Program provides support and guidance to schools to help them facilitate their parent and community engagement programs. Currently, volunteers work in a variety of capacities: doing work from home; acting as tutors/mentors; providing assistance in the classroom; participating on business/community partnership advisory boards; assisting in a school's main office or library/media centers and organizing fundraising efforts for school foundations, scholarships, field trips, etc.

This packet includes:

- Volunteer Registration Requirements
- Volunteer Registration Form (maintained at site)
- Code of Conduct / Photo Release / Interests (maintained at site)

If you have any questions, please direct them to the Office at (209) 229-4700.

Thank you,

Brenda L. Scholl  
Principal  
River Islands Technology Academy

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In order to start volunteering, you need to have the following items on file with your school:

1. A current and completed volunteer registration form.
  2. Copy of a recent TB Test or chest x-ray form/ card indicating a negative result.
  3. A completed and cleared Volunteer Fingerprinting and Criminal Background Check Authorization Form 101.
- RITechA Volunteer Registration Form  
This must be completed each school year. This form will be maintained at your school site.
  - TB Testing  
TB tests can be done through your doctor, various Medical Clinics. All TB tests are a two-step process; administered and then read two days later. If you ever had a “positive” skin reading, please bring in a clear chest x-ray card or form. You will be asked to complete an annual TB questionnaire.
    - No volunteer will be allowed to provide supervision or instruction to students without proof of a current (Negative TB skin tests are good for four years) TB examination that she/he is free of active tuberculosis
    - Per Education Code, a volunteer who has volunteered or has been employed in another school district will be approved to volunteer if they can provide written verification from the former district that they were examined within the past four years and found to be free of communicable tuberculosis.
    - A volunteer who has a negative skin test is required to re-take a tuberculosis test every four years.
    - A prospective volunteer who has a positive skin test must provide proof of a clear chest x ray indicating she/he is free of active tuberculosis prior to being allowed to provide supervision or instruction of students. An annual questionnaire is required to be completed by the volunteer and reviewed by Health Services to assure they remain without symptoms.

- **Fingerprinting**

You must have a completed Volunteer Fingerprinting and Criminal Background Check Authorization (form 101). The form must have ORI No. AH020 and mail code 18212 indicated. The cost for volunteer fingerprinting is typically \$55.00-\$85.00. Check with agency where you are getting your fingerprints regarding the form of payment they accept. RITechA fingerprints are “good” for the duration of “uninterrupted” volunteering at the school. If you have fingerprints on file with RITechA you do not need to complete this process again.

- **Volunteer Orientation**

A volunteer orientation will be scheduled by the RITechA staff.

Reminder: In order to ensure safety and minimize distractions to the learning environment, please do not bring infants or non- school age children to school with you when you are volunteering in the classroom. Volunteers are asked to make arrangements for off-campus child care.

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Thank you for your time and interest in becoming a RITechA Volunteer! Volunteers are welcomed at our school and are valuable members of our learning community. Fingerprint Background Check (form 101) and have a TB clearance. You are not authorized to volunteer on campus until the mandatory requirements have been fulfilled and you have been notified. If you will be a volunteer driver for any student activities, you must also complete the "Personal Automobile Use" form and fulfill the requirements of that process.

### Personal Information

Last Name	First Name	Middle	Date of Birth
_____			
Previous Names (maiden name, alias, etc.) _____			
Address _____		City _____	ZIP _____
Home Phone _____	Cell Phone _____	Other _____	
Email Address _____			
In Case Of Emergency Notify: _____		Relationship _____	Phone Number _____
Place of Employment: _____			
Have you ever had a positive TB skin test? If yes, call the office at 209-229-4700 for additional information. If no, please bring your completed negative TB test to the school office.			
<input type="checkbox"/> TB Clearance Attached – Valid Through: _____ or <input type="checkbox"/> TB Clearance current/ on file with RITechA			
<input type="checkbox"/> I Have Fingerprints on File with RITechA (Year Completed) _____			

I hereby certify that the information contained in this Registration Form is true and correct to the best of my knowledge and agree to have any of these statements checked by the school, unless I have indicated to the contrary. Furthermore, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the school as well as from the use or disclosure of such information by the school, or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information on this Registration Form may result in my failure to volunteer.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

Education Code §3502 prohibits the Office from allowing a person required to register as a sex offender under Penal Code §290 to serve in a volunteer capacity as an aide or supervisor of students. Accordingly, the District will, before authorizing a person to serve as a volunteer conduct an automated records check pursuant to Education Code §35021.1 and/or call the Department of Justice or the Sheriff's Office to inquire whether the individual is a registered sex offender pursuant to the process set forth in Penal Code § 290.4

# River Islands Technology Academy Volunteer Program

## I. As a Volunteer, Your Role and Responsibilities in the School Are Unique

- Understand that your role is a supportive one. The teacher and principal are completely in charge. If the teacher leaves the room, the teacher in the next room assumes responsibility. You must not be left in charge of a classroom.
- Remember volunteers are only permitted to work with students on school grounds and under the supervision of staff. Have no outside contact with an individual student unless authorized by administration or parents.
- **Maintain student confidentiality at all times. Do not discuss any student with anyone except teachers.**
- Don't make promises you can't keep. Avoid saying things like "study hard and you'll definitely pass the test."
- Use good judgment and avoid any compromising situations. Work in a room with other people at all times. Never be left alone with one student out of view of other people. Always keep the door open. Always use adult bathrooms.
- Strictly follow volunteer guidelines and discipline practices. Physical discipline is absolutely prohibited. Ask the teacher for assistance with problematic student behavior.
- Report immediately to a staff person any physical abuse or sexual exploitive behavior towards a student.

## II. Volunteers Take Pride in Being Professional

- Maintain a constructive attitude. Don't make negative comments about the school, its personnel or the students to other volunteers or individuals outside the school.
- Be Prompt and consistent in your attendance. Teachers depend on volunteers and plan their work accordingly. Students depend on volunteers even more, especially on field trips. Notify your school as soon as possible if you are late or absent.
- Keep an accurate record of your attendance by signing in each day you volunteer.
- Dress and act professionally.
- Establish and maintain good and frequent communication with your classroom teacher or volunteer coordinator.
- Never be under the influence of drugs or alcohol when with students on or off school grounds.
- Do not smoke on school grounds or at any time around students.
- Do not lend money, contribute or solicit money for organizations while on school grounds.
- Do not use the Internet inappropriately by going to websites that are not conducive to a professional or educational environment.
- Do not use cellphone in the classroom or at any time around students.

## III. Health and Safety Are Always Important

- Adhere to school and classroom policies rules and regulations.
- Refer any student in need of first aid or any type of medication to the teacher or front office.
- Learn and follow fire drill emergency procedures and all school rules.
- Notify the principal of any accident you had on school grounds. A written form must be submitted to the principal within 24 hours.

I agree to adhere to the above code of conduct at all times when I am a volunteer at a RITechA school. I understand that my volunteer status can be revoked at any time.

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Signature \_\_\_\_\_

Site \_\_\_\_\_

Date \_\_\_\_\_

### Photo Release

I, \_\_\_\_\_, authorize the use of my photograph for school/district publicity purposes. I hereby fully release and discharge River Islands Technology Academy, its officers, employees, agents, and volunteers from any and all liability arising out of or connection with the use of my photograph and all liabilities associated with any and all claims related to such use of my photograph. For the purposes of this release, 'liability' means all claims, demands, losses, causes of actions, suits or judgments of any and every kind that arise as a result of the above described activity and resulting from any cause other than the school's gross negligence.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### I would like to Volunteer:

\_\_\_\_\_ Playground    \_\_\_\_\_ Cafeteria    \_\_\_\_\_ Classroom    \_\_\_\_\_ Office    \_\_\_\_\_ Art Program    \_\_\_\_\_ Other